



**ANTIGUA AND BARBUDA, Department of Environment**

**Request for Expressions of Interest**

**Resilience to hurricanes in the building sector in Antigua and Barbuda**

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| **Job Title** | Drafting and Updating of Environmental Management System Plans |
| **Contracting Authority** | Department of Environment,  Ministry of Health, Wellness, Social Transformation and the Environment, Antigua and Barbuda |
| **Date of Issue** | 4 May 2023 |
| **Deadline** | 4 June 2023 |
| **Duration** | 6 months with the possibility of extension |
| **To Apply** | Interested consultants or firms are invited to apply for this opportunity. The following documents (listed below) must be submitted to this link: <https://app.smartsheet.com/b/form/c90d1aa1970649598be71b24a7736434>   1. Cover Letter or proposal inclusive of (max 5 pages):    1. Title of Expression of Interest    2. Curriculum Vitae – experience and qualification of consultant or firm    3. Experience on similar projects    4. Testimonials and/or three (3) references    5. Financial proposal   Please use email subject line: “Request for EOI – GCF Build – Drafting and Updating of EMS Plans”  ***Please send any clarification questions to this link:***  [***https://app.smartsheet.com/b/form/6488c47987d742e6981cd6701b5724ea***](https://app.smartsheet.com/b/form/6488c47987d742e6981cd6701b5724ea)  ***Clarification questions will be responded to and the response sent to the potential bidder asking the question and also published at this site:*** <https://www.environment.gov.ag/procurement-opportunities#procurements/opportunities> |
| **Equal Employment Opportunity (EEO)** | The Department of Environment (DOE) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The DoE also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. |
| **Prohibited Practices** | The DOE has a zero-tolerance Policy for Prohibited Practices, which means:   * The DOE will review 100% of any complaints received for these practices * The complaint will then be submitted to an external independent contractor for further investigation * The DOE shall report all prohibited practice complaints to the GCF * If the investigator finds that there is a breach of the Prohibited Practice Policy by the contractor, the contract will be terminated   These Prohibited Practices include:   * Abuse; * "Coercion" or Coercive practice; * "Collusion" or Collusive practice; * "Corruption" or Corrupt practice; * Financing of Terrorism or Terrorist Financing * "Fraud" or Fraudulent practice; * Money Laundering; * Obstructive practice; and * Retaliation against Whistleblowers or Witnesses.   If the Contractor and or staff of the Accredited Entity-Department of the Environment (DOE) the Development Control Authority (DCA) or the MOF-PMU violates any of the above in the process of executing this contract the contractor may report directly to the GCF at the following website:  <https://iiu.greenclimate.fund/reporting-fraud/how-to-report>  Or to the DOE complaint mechanism at: <https://www.environment.gov.ag/contact>  Your complaint and its information will be sent to the Integrity Commission and then processed at the DOE. Complainants can be kept confidential, but the accusations will be communicated to the relevant persons. Before any actions are taken the DOE will assess the accuracy of the information provided. Complainants must note that there is a penalty under the laws of Antigua and Barbuda for providing false information. Noted further that once the investigation is completed the DOE is legally obligated with a duty to report to the GCF. |
| **Background Checks Information** | The DOE is therefore asking that all applicants who are short-listed be prepared to provide information to allow the DoE to better communicate to our partners at the Green Climate Fund who our contractors and service providers are. Information required includes but is not limited to: Company Registration, Police Certificate of Character, certificate(s) of good standing with the Inland Revenue Department, Social Security, the Medical Benefits Scheme, and the Education Levy. Applicants are encouraged to be in good standing with these organizations. Please note that applicants are NOT necessarily disqualified from winning the bid if the Police Certificate of Character indicates that the applicant has violated any laws. Where references are requested, at least one of these MUST come from your immediate past client/employer. Please note that in addition to the items listed above, the contract may be subject to further background checks if required. If this is required, the successful company will be notified accordingly.  The DoE will also be conducting checks to determine if the bidder has been placed on relevant international sanctions lists or on the “blacklisted” by the Caricom Climate Change Center (5Cs). Any bidders on these lists will not be considered. |
| **Data Ownership and Confidentiality** | The data, information, output, or material that are collected and/or developed under, or in connection to, the execution of the GCF Build Project and this AGREEMENT is property of the Government of Antigua and Barbuda. The Government of Antigua and Barbuda shall retain ownership to the aforementioned property including its title, interest, copyright, and other intellectual property rights. |
| **Privileges and Immunity Notification** | The GCF, its Proceeds, and other assets are accorded certain status, privileges, immunities, and exemptions as are necessary for the fulfilment of its purposes and carrying out the functions entrusted to it in the territory of Antigua and Barbuda, and that its Staff and Experts similarly enjoy such privileges, immunities, and exemptions as are necessary for the independent exercise of their official functions in connection with the GCF, in accordance with the *Privileges and Immunities Agreement between the GCF and the Government of Antigua and Barbuda* dated 20th July 2016.  The Government of Antigua and Barbuda is therefore undertaken to be responsible for the management and remedy for any legal judgement against the project AE or the EE. |
| **Rights of Acceptance** | The contracting Authority has the right not to accept any of the bids submitted and is not obligated to award to the lowest bidder. |
| **Late Bids** | Late Bids will not be opened and shall be returned to the Bidder. |

**TERMS OF REFERENCE**

* 1. **ABOUT ORGANIZATION**

The Department of Environment is an agency within the Ministry of Health, Wellness and the Environment in the Government of Antigua and Barbuda. Its overall mission is to provide technical advice on the environment and to design and implement projects on behalf of the Government and the people of Antigua and Barbuda. These interventions are designed to protect and enhance the environment, as well as seek common solutions to national, regional and global environmental challenges. The Department of Environment accomplishes its mission through:

* An integrated environmental planning and management system that prioritizes public participation and interagency collaboration,
* Efficient implementation of programs, projects and technical services,
* Providing accurate council on environmental management as well as effective and consistent enforcement of environmental laws and regulations, and
* Disseminating information and providing the public with easily accessible data on the environment.

The DOE is focused on designing high-impact, transformational projects that maximize funding directly available to the public, private and civil society actors in order to meet an ambitious environmental agenda. The DOE has an active portfolio of 19 projects, with project sizes ranging from US$50,000 to US$15 million, with an additional 15 projects under development. Partners of the DOE include United Nations Environment Programme (UNEP), United Nations Development Programme (UNDP), International Union for Conservation of Nature (IUCN), Caribbean Development Bank (CDB), Government of Italy, Global Environment Facility (GEF), Green Climate Fund (GCF), and the Adaptation Fund (AF), among others. The DOE was accredited as a Direct Access Entity (DAE) to the Adaptation Fund in 2015 and to the Green Climate Fund in 2017. The Adaption Fund (AF) is an international monetary fund established under the Kyoto Protocol of the United Nations Framework Convention on Climate Change (UNFCCC).

The AF finances projects and programmes that assist vulnerable communities in developing countries to adapt to the effects of climate change.

To learn more about the Department of Environment, please visit: <https://environment.gov.ag/en/>

 Ministry of Finance – Project Management Unit (MOF-PMU) coordinates the implementation of project interventions with the DOE, the Accredited Entity, Ministry of Finance, the Executing Entity, and other implementing partners. This Unit primarily is responsible for coordinating project activities between the AE, EE and relevant stakeholders.

* 1. **BACKGROUND/INTRODUCTION**

The GCF Build Project is a six (6) year project. The main objective of this project is to shift the country’s building sector away from reactive development – involving costly recovery actions after an extreme climate event –towards a proactive approach in which buildings are adapted to withstand the increased frequency of high-intensity hurricanes, in line with the predictions for climate change. This proactive approach will include direct investments into critical public service and community buildings (including health centers) to climate-proof them against Category 4 and 5 hurricanes. Mainstreaming climate resilience into the building and financial sectors as well as facilitating the upscaling of such interventions across all buildings in the country will also be a primary focus. The proactive approach of this project will include the following main activities:

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| **OUTPUT** | **ACTIVITY** |
| 1. Climate-proofing interventions implemented in critical public service and community buildings to improve resilience to, and recovery from, extreme climate events | 1. Implement climate-proofing measures on critical infrastructure. This involves the following measures for 52 priority buildings:      * Site specific climate proofing interventions for 52 buildings * Installation of back-up renewable energy solutions and energy efficiency measures for 34 buildings * Installation of water harvesting solutions for 52 buildings      1. Construct climate-resilient storm shelters attached to five (5) public clinics      1. Construct a climate-resilient bunker to store emergency supplies for the health, energy, building and welfare sectors      1. Implement measures to preserve vital information/data within public institutions |
| 1. Climate change adaptation mainstreamed into the building sector and relevant financial mechanisms | 1. Mainstream climate change adaptation into the building sector by making provision for the Building Code in the *Physical Planning Act 2003* to become regulations and updating the Environmental Management System plans under the *Environmental Protection and Management Act 2019* to encourage the private sector to also become climate-resilient.      1. Mainstream climate change adaptation for the building sector into public and private financial, insurance and banking sectors; 2. Train relevant staff from the National Office of Disaster Services, Development Control Authority, and the Public Works Department as well as the private sector on operational procedures for long-term monitoring, maintenance and upscaling of climate-resilient renewable energy and water harvesting technologies in accordance with the national Building Code      1. Train the local workforce on the installation, operation and maintenance of climate-proofing measures for the targeted buildings |
| 1. Climate information services strengthened to facilitate early action within the building sector to respond to extreme climate events. | 1. Climate information services strengthened to facilitate early action for extreme climate events      1. Establish a formalized communication protocol to facilitate rapid information sharing and early action preceding an extreme climate event |

* 1. **OBJECTIVE OF CONSULTANCY**

1. Review the existing Environmental Management System (EMS) supporting structures for 52 buildings (or facilities) and make recommendations for improving and establishing the necessary support systems to implement an EMS
2. Work with the respective facility operators to develop and draft the Environmental Management Systems (EMS) for these facilities based on the requirements under the Environmental Protection and Management Act (EPMA) 2019
3. Establish entry points for updating the EMS plans to include climate change adaptation measures for the building sector

* 1. **SCOPE OF WORK**

1. Review existing EMS plans where available and identify entry points for updating these plans to include climate change adaptation measures for the building sector
2. Where EMS plans are not available, collaborate with the relevant stakeholder facility managers to develop initial EMS plans which include climate change adaptation measures for the building sector
3. Engage relevant stakeholders from the DOE, Development Control Authority (DCA), Ministry of Works (MoWs) and other applicable entities during the review process of the EMS plans in identifying entry points for updating the plans with climate change adaptation measures for the building sector Train the relevant facility operators in implementing and maintaining their respective EMS plans
4. Draft recommendations for updating the EMS plans based on the workshops conducted to include climate change adaptation for the building sector.
5. Conduct one validation workshop with relevant stakeholders from the DoE, DCA, MoWs and other relevant entities to validate the recommendations made for updating the EMS plans to include climate change adaptation for the building sector.
   1. **REPORTING REQUIREMENTS**

The Consultants(s) will be required to submit the following reports to DOE and Ministry of Finance Project Management Unit (MOF-PMU) within the time periods indicated:

* + 1. **Inception Report:** describing the proposed approach, identifying milestones and measurable outputs, and timelines proposed to prepare and deliver the scope of works outlined. This will be used to assess contract progress and must be delivered within two **(2) weeks** of the commencement of the Consultancy.
    2. **Monthly Progress Report**: describing the activities executed during the reporting period, to include the outcomes recommended from various key stakeholders (including DCA, MoWs, MOF-PMU and the DOE, ) on the upgrading of the EMS plans, and the intention for the next reporting period
    3. Terminal Report: describing all activities executed, challenges, and recommendations for improving EMS Plans at the various facilities.

**Note: Consultant is expected to maintain close contact with the Project Component 2 Coordinator and the Pollution & Standards Officer at the DOE and will be required to meet with the GCF Build Project Team on an as-needed basis.**

* 1. **DELIVERABLES**

The consultant will provide the following deliverables in line with the Scope of Work:

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| **DELIVERABLE** | **INDICATIVE DEADLINE** |
| Inception Report (inclusive of, *inter alia*, a detailed work plan with deliverables, and methodology) | **2 weeks of the contract** |
| First draft of the EMS Plans for the 52 buildings, including proposed climate proofing measures | **4 months of the contract** |
| Monthly Progress Reports | **Monthly** |
| Second Draft of EMS plans for the 52 buildings | **5 months of the contract** |
| Final EMS Plans for the 52 buildings | **6 months of the contract** |
| Terminal Report | **6 months of the contract** |

* 1. **DURATION**

The assignment is expected to require a minimum of 6**months.**

* 1. **INTELLECTUAL PROPERTY**

All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc.) created under this consultancy shall remain the property of the Department of Environment who shall have exclusive rights over their use. Except for this assignment, the information shall not be disclosed to the public or used in whatever form without written permission of the Department of Environment.

* 1. **QUALIFICATIONS AND EXPERIENCE**

The Consultant(s) must have:

* A minimum of five (5) years of relevant experience in developing Environmental Management Systems Plans
* Work experience at the senior management level
* Extensive EMS auditing experience (including internal audits)
* Professional auditing experience working with a certification body (preferably as the lead auditor)
* Relevant tertiary level qualifications (natural sciences, economics, environmental management etc.)
* In-depth knowledge of local, national, and international environmental legislation
* Thorough knowledge and understanding of the ISO 14001 standard and its interpretation, preferably with a professional certificate in this standard
* Thorough knowledge and understanding of the ISO 14004 and other guides to the Standards implementation and maintenance
* Knowledge of the ISO 14001 certification and accreditation processes
* Knowledge of ISO 9001 standard
* Experience drafting Environmental Management Systems Plans
* Good time management
* The ability to work with various government agencies across multiple levels

Note: Exceptions may be made to the requirements above on a case-by-case basis

**General Requirements**-

1. Demonstrated ability to work independently and within a multi-disciplinary team of experts involved in project/programme design.
2. Demonstrated excellent report writing skills.
3. Excellent organizational and coordination skills.
4. Good communication, presentation and interpersonal skills required for communicating with people of diverse disciplines and backgrounds.

* 1. **EVALUATION CRITERIA**

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| **CATEGORY** | **DESCRIPTION** | | **WEIGHTING** |
| 1 | Qualifications | Bachelor’s degree in relevant field (natural sciences, economics, environmental management etc.) (20) | 30 |
| Certification in ISO 14001:2015 standard (10) |
| 2 | Experience | Minimum of five (5) years of relevant experience in developing Environmental Management Systems Plans (10) | 50 |
| Demonstrated professional EMS auditing experience working with a certification body (preferably as the lead auditor) (10) |
| Demonstrated experience in drafting Environmental Management Systems Plans via 3 references (10) |
| In-depth knowledge of local, national, and international environmental legislation (10) |
| Knowledge of the ISO 14001and 9001 standard and the accreditation process (10) |
| 3 | Other | Excellent report writing skills via 3 references (5) | 20 |
| Proven time management skills (5) |
| Ability to work independently and within a multi-disciplinary team of experts involved in project/programme design via 3 references(5) |
| Ability to work with various government agencies across multiple levels (5) |
| **TOTAL** | | | **100** |